# Calendar Year 2002—Accounting and Budget Dates of Interest

# January



- First day of the 2002 Legislative Session
- 16 December Fiscal Month Accounting Close (regular accounting close)
- Agency Quarterly Variance Report explanations due to OFM 29
- 31 Performance Measure actuals for quarter ending December 31, 2001 to be entered into PMTES by agencies

## **February**



- January Fiscal Month Accounting Close (regular accounting close) 15
- 19 February General Fund-State Revenue Forecast
- 20 Caseload Forecast Council Meeting

### March

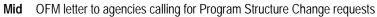


- Last day of Regular 2002 Legislative Session 14
- 15 February Fiscal Month Accounting Close (regular accounting close)

### April

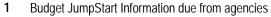


- March Fiscal Month Accounting Close (regular accounting close) 12
- Late OFM 2003-05 Budget Instructions, Part 2



- Late Agency Quarterly Variance Report explanations due to OFM
- Performance Measure actuals for quarter ending March 31, 2002 to be entered into PMTES by agencies

### May



- 14 April Fiscal Month Accounting Close (regular accounting close)
- 14 Requests to move savings between years
- Due date for narrative description updates of the Agency Activity Inventory from agencies 17
- 22 Preview of Departmental Request Legislation
- 24 Supplemental Allotment Packets due to OFM
- Due date for agency submittal of Program Structure Change requests 24
- Due date for updated Agency Activity Inventory for 2001-03, including 2002 supplemental from agencies 31

### June

- 1 Second year allotments due to OFM
- May Fiscal Month Accounting Close (regular accounting close) 14
- 14 Requests to move savings between years
- 18 June General Fund-State Revenue Forecast
- 26 Caseload Forecast Council Meeting



- June Fiscal Month Accounting Close (regular accounting close)
- 31 Performance Measure actuals for quarter ending June 30, 2002 to be entered into PMTES by agencies
- 31 Phase 1 CAFR Close



- First due date for agency 2003-05 operating budget submittals 5
- 5 Agency Departmental Requests w/fiscal impact due to Governor's Executive Policy Office
- July Fiscal Month Accounting Close (regular accounting close) 14



- Agency Departmental Requests with fiscal impact due to Governor's Executive Policy Office 6
- 6 2<sup>nd</sup> due date for agency 2003-05 operating budget submittals

2<sup>nd</sup> wk (Tentative date) OFM Memo to agencies requesting 2003 Supplemental budget requests

- 13 Phase 2 CAFR Close
- August Fiscal Month Accounting Close (regular accounting close)
- 17 September General Fund-State Forecast
- 20 Federal disclosure forms due to OFM Accounting
- 25 State disclosure forms due to OFM Accounting

### **October**

- Due date for legislative and judicial 2003-05 operating budget submittals
  - Due date for agencies' 2003 Supplemental budget requests
- 10 Phase 3 CAFR Close
- 14 September Fiscal Month Accounting Close (regular accounting close)
- 18 Agency Reporting on FY 2002 Savings Incentive Account expenditures
- Performance Measure actuals for quarter ending September 30, 2002 to be entered into PMTES by agencies
- Last wk Agency Response on Quarterly Variance Report Due

October - November OFM Review / Recommendations to the Governor on 2003 Supplemental Budget

### November



- 13 Caseload Forecast Council Meeting
- 15 October Fiscal Month Accounting Close (regular accounting close)
- 19 November General Fund-State Revenue Forecast



**December** By first wk Final Budget Decisions on Governor's Budget Proposal

- 13 November Fiscal Month Accounting Close (regular accounting close)
- By 20th Governor's 2003-05 Budget to Legislature
- By 30th Fiscal Note Procedures for 2003 Legislative Session to agencies